

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division (c)

DATE: 2 August 1951

FROM : Acting Chief, Finance Division

SUBJECT: Appointment of New Employees for Overseas Duty

1. In order to simplify payrolling and processing of travel accounts for new employees appointed at their homes for overseas duty, the following suggestions are offered for your consideration:

a. That appointment actions continue to show the date on which the employee departs home, as the "effective date". This is necessary in order to properly allow travelling expenses to Washington and overseas station in accordance with P. L. 600, 79th Congress.

b. That appointment actions show under "EOD date" the day on which the employee actually reports for duty. In the past, the "EOD date" and "effective date" usually coincided.

Note
2. If above suggestions are adopted by your office, we propose to start the employee's pay with "beginning of business" on the EOD date, rather than the exact hour employee reported. Furthermore, employee will not receive salary for travel time, except for the portion that falls within his EOD date. This will eliminate the necessity of charging employee with LWOP when there is a delay enroute in reporting to duty.

3. A search has been made of the Federal Personnel Regulations, Comptroller General Decisions, and Administrative Instructions and it appears that whether a person receives a full day's pay or is entered on duty at the exact hour is an administrative matter.

4. The Chief, Audit Division agrees with the policies outlined above. If this policy meets with your approval and suggestions 1a and 1b will be adopted by your office, please indicate your concurrence on the attached copy and return it to this office.

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OGC HAS REVIEWED.